Changing the face of Indian Industries

FOCUSED ON -

- Process Automation & Control Systems
- Factory Automation
- Industrial Automation
- Electrical Automation
- Instrumentation
- Field Instrumentation and Smart Sensors
- Robotics & Drives
- M2M & Bus Technologies
- Wireless Technologies
- Building Automation
- Hydraulics & Pneumatics
- Automation in Automobile and Transportation Industry
- Bearing, Shafts & Couplings
- Pumps, Valves and Compressors
- Automation in the Food & Packaging Industry
- Manufacturing Technology & Engineering
- Automation in textile Industry

International Conference & Exhibition on

Automation & Robotics EXPO 2015™

EXHIBITION | CONFERENCE | AWARD | INNOVATION | MANUFACTURES SUMMIT | GLOBAL SUMMIT | INVESTORS SUMMIT

6, 7, 8 OCTOBER, 2015

Autocluster Exhibition Centre, Pune, India

EXHIBITOR MANUAL

Organised by

IBK Media™ Indian Business Knowledge Media

Supported by

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Magazine Partner

Automation & Robotics Express — India's Best Comprehensive Automation & Robotics Magazine

Knowledge Partner

ISA

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Automation & Robotics online express newsletter

Dear Exhibitor,

Welcome to 2nd International “Automation & Robotics Expo-2015” at Autocluster Exhibition Centre, Chinchwad, Pune Starting from 6th to 8th October 2015.

Thank you, for your participation in the Automation & Robotics Expo-2015. To ensure that you have a great experience during the exhibition, please read the Exhibitor Service Manual carefully.

Exhibition Service Manual is specially designed to provide you with relevant information and to prepare you for a successful participation. The manual would familiarize you with deadlines, guidelines, available services and their related cost.

This manual is also available at www.automationexpo.net you are requested to visit the website for the periodic updates.

The manual does not replace our personal service. If you have any queries, please email, phone or fax us, and we will assist you promptly. We wish you a successful participation at the Automation & Robotics Expo-2015

We look forward to your co-operation and support.

Yours sincerely

TEAM IBK MEDIA

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General Instructions

- Order MUST be accompanied with 100% payment.
- Cheques/DD should be drawn in favour of the respective vendors.
- Cancelled orders are not refundable
- Items not listed in the manual may be offered on request and are subject to a separate quotation and availability
- All items are on the rental basis and no exchange, transfer or refund of ordered items on-site will be entertained and Exhibitors will have to make good of any damages or losses

ABOUT THE SHOW

Exhibition Name	Automation & Robotics Expo -2015
Exhibition Date:	6 -8 October 2015
Venue:	Hall A, Autocluster Exhibition Centre, Chinchwad, Pune
Exhibition Hours:	6 -8 October 2015 (Tuesday - Thursday), 10:00am – 18:00pm
Event Website:	http://www.automationexpo.net
Supported By	Department of Industrial Policy & Promotion, Ministry of Industry & Commerce
Knowledge Partner	International Society of Automation – Pune Section
Supported By	National Small Industries Corporation (NSIC)
Admission Policy:	Admission to the Exhibition Hall is free. All visitors must register before entering the events and wear their badges during the show. Children below 12 are not permitted within the exhibition hall. The Organisers and Event Managers reserve the right to refuse admission to any visitors. Entry into the Conference hall, Award ceremony, Technical workshop & Other Summit is paid.

Events at the Show

6th October 2015	Inaugural Session
6th October 2015	Technical Session 1 – Focused on Indian Automotive Sector & Robotics
6th October 2015	Manufacturing Summit
6th October 2015	Investor Summit
7th October 2015	Technical Session 2 – Focused on Processing Industry
8th October 2015	Award Ceremony

OPERATIONAL SCHEDULE

Event	Date	Time
Space Contractor move in		
Shell Scheme	4th October 2015	10 pm
Bare Scheme	4th October 2015	10 pm
Exhibition Period		
Opening Hours	6th -7th October 2015 8th October 2015	10 am- 6pm 10 am -5pm
Tear Down	8th October 2015	5pm to Midnight

1. Exhibition Hall Specification

Hall height available: Height of the hall: 06 m to 10 m
Hall Lighting: Sufficient light
Floor loading capacity: 500 kg/m2 (not concentrated)
Height for exhibits: Maximum height allowed for display is 5 m.
For Mezzanine: Stand with the Mezzanine may be up to 6m

2. ELECTRICITY

Light power and Plug points will be provided strictly as per the type of booth allotted. For details kindly refer to basic booth equipment package on page number 14. Each booth will be provided with electrical connections and will be allowed a maximum consumption of 1000 watts.

Other Specifications for running machines are as under. Electricity, whether from mains, batteries or generators, shall be supplied only through the official contractor.

Note:

Earthing is MUST for every type of electrical connection and accessory fitting.

Exhibitors are strictly advised NOT to directly draw electricity from the Autocluster Exhibition Distribution Boxes. If detected, these would be immediately disconnected by the Exhibition Hall representative / Organizer's electrical engineers. The Organizers as per the Exhibitors requirement (up to the stipulated maximum load) will supply electricity.

Members requiring different voltages and frequencies or special connections to equipment must arrange for their own transformers, converters or boosters. IBK Media will assist upon written request, at least 15 days prior to the show.

All members must determine its power consumption and inform IBK Media accordingly to make necessary arrangements.

At the end of each day of the EVENT, all members must switch off all the lights. As such, should there be any equipment, appliances or products on the stand which require a continuous supply of power until they are removed from the PAVILION, Information regarding the same must be given in written to the Organizer and request for special electricity connection must be placed.

3. ALLOCATION OF SPACE

The decision of the IBK Media in regard to stall / space allocation will be binding. However, due consideration will be given to the choice and requirement of applicant. The IBK Media reserve the right, If circumstances necessitate, changing the position, dimensions or area of the stall(s) without prior intimation and assigning any reasons.

4. HEIGHT OF THE BOOTH

The height of the standard booth is 8 ft (2.5 mts.) but the Exhibitors Island Booths can extend the height of their booths up to 16 ft as per their requirements with the prior approval from the Organizer.

Note: Kindly note that height extension for the branding purpose can only be increased with the prior permission from the Organizer. The same will be permitted on a written application along with the blue print latest by 5th September 2015.Please note that all mezzanine booths will be allowed to increase the height maximum up to 16 ft with the prior approval from the organizer.

5. ACCESS TO THE HALL

Exhibitors may access the Exhibition Hall one hour before the show starts everyday and depart half an hour after the show closes, on each day, to service their booths and equipment, during exhibition days. Approval should be obtained from the organizer for working or entry, other than the prescribed hours.

6. STALL POSSESSION

Possession of the stand will be given to the exhibitors subject to receipt of full payment and clearing all dues whatsoever that may accrue before taking possession of their stand. Please keep the details of all the payments with you for the satisfaction of your hall in-charge and present it on demand. Please ensure that your team takes possession of your stall latest by 5th October 2015 latest by 12 pm. All necessary work on the stall should be completed not later than 1800 hrs on the same day.

7. STAND CLEANING

IBK Media will provide general cleaning in the hall, which includes aisle carpet/floor cleaning including clearing of waste baskets after the exhibition hours. Exhibitors with enclosed area are requested to keep waste paper baskets outside for clearing.

All exhibitors are responsible for cleaning their own stands exhibits and displays. In case and exhibitor wishes to have a separate cleaning the same may be ordered through attached form.

8. OPERATION AT STAND

Painting or nailing (use of screws) on the partitions supplied under shell scheme is strictly prohibited. Photographs, charts, etc. may be fixed with double side adhesive tape, or suspended with the help of clamps hooked on the top horizontal channel.

Exhibitor's booth must be fully staffed and operational throughout the show period. Exhibitors must not participate in any activity, which causes, or is likely to cause, annoyance to visitors, or other exhibitors.

All activities of the exhibitor and his staff must be confined to the booth or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition halls. This includes the distribution of leaflets, brochures, journals, etc.

Exhibitors should not use the exhibition for recruiting staff, other than to seek local agents for their products.

9. STORAGE OF EXHIBITS & EMPTIES

Arrangements for safe keeping of packing cases, surplus materials or other property of the exhibitors have to be arranged with the Official Freight Forwarders. They will give a quote for the same.

For small entrepreneurs efforts will be made to provide storage space. Please contact the Official Freight Forwarder for the same.

During the move in period, passages cannot be blocked with construction materials, packaging cases or debris. Contractors are responsible for removing their own debris and wastes on each day of build up and dismantling.

10. IN HALL FREIGHT HANDLING

Only the officially appointed freight forwarder is permitted to work inside the hall and handle the equipment on site. You may use your forwarder to deliver the goods to the hall doors, but only the officially appointed forwarder will carry it to your booth. This regulation will be strictly enforced for reasons of insurance, security, safety and control and the protecting other exhibits against damage.

Facilities for loading / unloading, unpacking/repacking, transportation of goods to booths, cargo handling equipment, skilled labour, removal and storage of empties will be available at the site through the official clearing and freight forwarding agency.

11. SECURITY

The general security of the exhibition hall is the responsibility of the organizers. Exhibitors are requested to take special care of items like mobile phones, laptops etc. It is recommended that all exhibitors must carry laptop locks and ensure not to keep booth vacant at any time during the exhibition. In case a special service of security staff is required, exhibitors can get in touch with the official agency appointed for the show. For further details kindly refer to page no.18

KEY POINT OF CONTACTS

ORGANIZER				
IBK Media	Mr. Ajay Kumar	Tel - +91.22.28574011	+91.9702293599	ajay.kumar@automationexpo.net
		Fax - +91.22.28574012	+91.9820034063	ajay.kumar@ibkmedia.com
	Ms. Anita Verma	Tel - +91.22.28574011	+91.9702961888	anita.verma@automationexpo.net
		Fax - +91.22.28574012	+91.9820124063	anita.verma@ibkmedia.com
FRIEGHT & FORWARDING CONTRACTOR				
Group A Logistics Limited	Mr. Suresh Kumar	Tel - +91 11 2589 6971 Fax - +91 11-25895363	+91 9999986031	suresh@groupalogistics.com
LBT & OCTROI ASSISTANCE				
Group A Logistics Limited	Mr. Suresh Kumar	Tel - +91 11 2589 6971 Fax - +91 11-25895363	+91 9999986031	suresh@groupalogistics.com
STALL DESIGN CONTRACTOR				
Prezens Exhibitions & Events	Mr. Ujjwal Mehta	Tel - +91 22 64573260 Fax - +91 22 26864725	+91 9821165937	ujjwal@prezens.com
ONSITE CONTRACTOR				
Soumya Events Pvt Ltd	Mr. Soumendra Dhal	Tel - 91.22.28574011		

Catalogue Entry	Section 2 FORM 01
Return by 5th September 2015	

COMPANY NAME FOR STAND FASCIA

Stall No ☐

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……

……

This form is applicable for the exhibitors who have opted for the shell scheme. Exhibitors who have taken space under raw scheme, kindly ignore this form

Please note:

- Please use CAPITAL letters
- Only name of the principal exhibitors will be printed on the fascia
- If the concerned exhibitor fails to submit this form within the deadline date, the company name and details from the application form will be used. Organiser will have no option but to incorporate on the fascia the name of the company on which the booth is contracted

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP
IBK Media LLP
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
Ph - +91-22-28574011 Fax - +91-22-28574012

Catalogue Entry	Section 2 FORM 02
Return by 5th September 2015	

COMPANY PROFILE FOR EXHIBITOR CATALOUGUE

Stall No [ ]

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……
……

Every Exhibiting Company is entitled to one free Catalogue Entry with one company name, address & short description of company products / services (max. 150 words). The Organizers have the right to edit any text exceeding the stipulated number of words

……

COMPANY PROFILE (NOT MORE THEN 150 WORDS)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Note
All exhibitors are requested to use extra sheet in case they are not able to write the profile in the given space.

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP
IBK Media LLP
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
Ph - +91-22-28574011 Fax - +91-22-28574012

Exhibitor Badges	Section 2 FORM 03
Return by 5th September 2015	

EXHIBITOR BADGES

Stall No ☐

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……
……

Sr. No	Name	Designation	Country

Note

-Please use CAPITAL letters only.
-Only 2 passes for each 9sqm booth will be allocated. For additional passes please contact Organizer.
-Please specify the name of temporary staff etc for the purpose of badges in the same form only.
-Please note that entry to the exhibitor hall during set up is restricted. No person with the badge will be allowed to work during the set up period.
-Badges can be collected at the registration counter of Hall A on 5th October 2015 from 10.00 am – 6.00 pm.

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP
IBK Media LLP
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
Ph - +91-22-28574011 Fax - +91-22-28574012

Exhibitor Entry Pass	Section 2 FORM 04
Return by 5th September 2015	

EXHIBITOR ENTRY PASS

Stall No ☐

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……
……

Please allow the entry of the following material for display during the exhibition. We have cleared all outstanding for the exhibition.

Sr. No	Items	No. of Cases/Cartons

Note

Please fill the Item details properly in above columns, anything further to the above description will not be allowed inside the hall without prior intimation to the Organizer.

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP
IBK Media LLP
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
Ph - +91-22-28574011 Fax - +91-22-28574012

Exhibitor Exit Pass	Section 2 FORM 05
Return by 8th October 2015	

EXHIBITOR EXIT PASS

Stall No [ ]

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……
……

Please allow the exit of the following material brought for the display during the exhibition. We have cleared all outstanding for the exhibition.

Sr. No	Items	No. of Cases/Cartons

Note

Please fill duly filled form in Triplicate at the organizer office on site at Autocluster Exhibition Centre on 8th October 2015 between 10 am – 1 pm for stamping and clearance.

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP
IBK Media LLP
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
Ph - +91-22-28574011 Fax - +91-22-28574012

Floor Carpet	Section 3 FORM 06
Return by 5th September 2015	

FLOOR CARPET

Stall No [ ]

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……
……

This form is for the Shell scheme exhibitors who wish to change the colour of carpet and order Different colour carpet.

A. Carpet Colour: Shell Scheme includes carpet. In case one wishes to change the colour of the carpet as per the design and theme the same can be done at a price of Rs. 300 per sq. mtr (US $ 5 per sq.mtr). Members are requested to get in touch with the organizer/contractor for getting a special colour.

Furniture Entitlement	Section 3 FORM 07
For Reference	

FURNITURES AND FIXERS ENTITLEMENT

Stall No [ ]

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……
……

This form is applicable for exhibitors who have registered under the shell scheme package. As per the package all exhibitors will be entitled to furniture & Fixture as per below mentioned matrix.

SHELL STAND WILL BE CARPETED AND THE FOLLOWING AREA-WISE ENTITLEMENT

Area Booked	Chairs	Tablet	Spot Lights	Socket (5 amp)	Trash Bin
6-8	2	1	2	1	1
9-16	3	2	3	1	1
18-20	4	2	4	1	1
21-23	4	3	6	1	1
24-26	5	4	6	1	1
27-30	4	4	9	2	2
31-35	6	5	10	2	2
36-40	6	6	12	3	2
41-44	7	6	12	3	2
45-50	8	7	15	4	2

Exhibitors who wish to place the additional order may fill in the form 8 for placing necessary orders with payment in order to deliver material on site.

Bank Details :
Cheque payments to be made in favour of "IBK Media LLP"

Bank Transfer :
Bank name: ICICI Bank Limited
Beneficiary Name: I B K Media LLP
Account no: 002605008214
IFSC/NEFT/RTGS: ICIC0000026
MICR Code: 400229009
Bank address: Kailash Plaza, Ghatkopar east Mumbai -400077
Permanent Account Number (PAN): AADFI4646M
Beneficiary Address: 224, B Wing, 2 Floor, Pranik Chambers, Sakinaka, Mumbai 400072

Additional Furniture	Section 3 FORM 08
Return by 5th September 2015	

ADDITIONAL FURNITURE AND FIXTURES

Stall No ☐

Company Name: ……

Address: ……

City/ Postal Code: ……

Contact Person: ……

Tel: …… Fax: …… Mob: ……

Email ID: ……

……

Note:	*Liabilities for ordered items remain with the exhibitor till the end of the show. As stock is limited, late orders cannot be assured. Any late orders accepted after 05th September 2015 will attract a 25% surcharge. Ordered items will be delivered only after receipt of payment. Exhibitor registration form is having the bank details*
	All items are on a rental basis. Service Tax @ 12.36% will be extra, as per Service Tax Act.

Sr. No	Item	Price		Qty	Amt	Sr. No	Item	Price		Qty	Amt
		INR	USD					INR	USD		
01	Counter	1200	25			11	Glass Counter	800	19		
02	Lockable Counter	1500	30			12	Glass Showcase(Slim)	3500	67		
03	Bar Counter	2500	45			13	Glass Showcase small	2500	45		
04	Square Meeting Table	850	20			14	Literature Stand	900	20		
05	Lounge Table (Round)	800	19			15	Shelf (Glass)	600	17		
06	Novia Chair	800	19			16	Shelf (Wooden)	550	12		
07	Chair	600	17			17	Standard Long Arm Spot Light	550	12		
08	Bar Stool	800	19			18	Socket Outlet	600	17		
09	Bar Stool (430mm dia)	1000	22			19	Flood Light	700	18		
10	Display Podium (0.5x75m)	1000	22			20	Waste Paper Basket	150	4		
						21	System Panel	500	11.5		
	Sub Total 1						**Sub Total 2**				
							Total (Sub Total 1 + Sub Total 2)				
							Add Service Tax* @ 12.36 %				
							Grand Total				

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP

IBK Media LLP

224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072

Ph - +91-22-28574011 Fax - +91-22-28574012

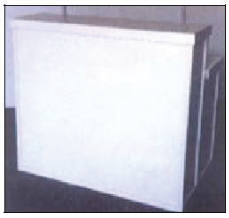
FURNITURE & ACCESSORIES

Counter

W	H	D
1080	750	540

Lockable Counter

W	H	D
945	750	400



Bar Counter

W	H	D
1010	1000	620

Square Meeting Table

W	H	D
750	750	750

Lounge Table
Dia H 750

Nova Chair

W	H	D
500	810	600

Chair

W	H	D
435	760	600

Bar Stool

Bar Stool
D
600

Display Podium

W	H	D
500	750	500

Glass Counter

W	H	D
1050	1050	550

Glass Show Case (Slim)

W	H	D
500	2000	500

Glass Show Case

W	H	D
1000	2000	500

Liteature Stand

W	H	D
300	1200	400

Shelf (Glass)

W	D
1050	300

Shelf (Wooden)

W	D
1050	300

Standard Long Arm
Spot light(75W)

Socket Outlet

Flood Lights

Electrical Order	Section 3 FORM 10
Return by 5th September 2015	

ELECTRICAL ORDER FORM

Stall No

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……
……

This forms is mandatory for exhibitors taking raw space and exhibitors requesting additional power
- We hereby require the additional power during the exhibition.

Charges for the additional power is as follows -

	Connection Charges	INR	USD	Quantity	Amount (Rs./ USD)
Temporary Power for set up (Mandatory for Raw space)	Single Phase alternating at 220V, 50Hz, supply for the entire set period, inclusive of cables and switch, laid up to a point in the booth, cost is as per connection	**2000**	**44**		
	Three Phase , alternating at 415V, 50Hz, supply for the entire set period, inclusive of cables and switch, laid up to a point in the booth, cost is as per connection	**3500**	**67**		
	Consumption Charges				
Show Days	Single phase neutral, alternating at 220V, 50Hz, supply for the entire show period, inclusive of cables and switch, laid upto a point in the booth, cost per KW	**3000**	**63**		
	Three phase neutral, alternating at 415V, 50Hz, supply for the entire show period, inclusive of cables and switch, laid up to a point in the booth, cost per kW	**2500**	**47**		
	6 KW- 15 KW	**3000**	**63**		
	16 KW – 25 KW	**4000**	**85**		
	26 KW – 50 KW	**5000**	**100**		
	51 KW or above	**6500**	**130**		
		Total			

Please take note of the following:

1. 25% surcharge on specified costs will be levied on orders received after 5th September 2015 and order acceptance shall be subject to availability.
2. Orders will be processed only after receipt of full payment to the Event Manager.
3. No refunds will be made for orders amended or cancelled.
4. All orders are subject to 12.36% Service Tax and shall be invoiced in Equivalent Indian Rupees at the time of order confirmation.
5. For Bank details please refer to Page 18

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP

IBK Media LLP
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
Ph - +91-22-28574011 Fax - +91-22-28574012

Temporary Manpower	Section 3 FORM 11
Return by 5th September 2015	

TEMPORARY MANPOWER/ SECURITY/ STAND CLEANING

Stall No ☐

Company Name: ……

Address: ……

City/ Postal Code: ……

Contact Person: ……

Tel: …… Fax: …… Mob: ……

Email ID: ……

……

Please complete and submit this form for ordering of temporary manpower. Cancellation Terms: Partial or total cancellation of the above order can be made up to 15th September2015 without charge. Exhibitors will be liable for full payment of all orders thereafter and no refunds will be made.

Sr. No	Category	Rate		No. of People	Date		Amount	Remarks
		INR	USD		From	Till		
1	Stand hostess per day	2000	40					English speaking only
2	Security Guard (12 Hours shift)	1600	32					Guards can be deployed during day hours only
3	Stand Cleaning per sqm only for show period	200	6					With Vaccum Cleaner and cleaning of waste baskets
4	Collection /disposal of water material/samples and by- products of demonstration /working machines							Actual cost will be quoted as per the Materials.
							Total	
							Add Service Tax @ 12.36%	
							Grand Total	

Please take note of the following:

- All orders are subject to 12.36% Service Tax
- All exhibitors are requested to mark a copy of the order at info@automationexpo.net to ensure proper service.
- Order should be accompanied with 100% payment.
- The minimum period of employment is average 8 hrs/day. 30 minutes for lunch is included.
- The assigned staff will report directly to exhibitor's stand on-site. The first day of the show staff will be present at least 1 hr. before the show starts.
- Exhibitors will be responsible for the safety of temporary staff while on their stand.
- The Hostess/Host must not to be entrusted with handling of cash or valuable. Exhibitors will be responsible for Hostess/Host whilst in their stands and the show organiser will not be responsible for any loss or damage caused by such personnel.
- Form received after the deadline will be attended subject to availability. An additional charge of 25% will be applicable for request received after the due date.

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP

IBK Media LLP

224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072

Ph - +91-22-28574011 Fax - +91-22-2857401

Office Equipments	Section 3 FORM 12
Return by 5th September 2015	

Office Equipments

Stall No

Company Name: ……

Address: ……

City/ Postal Code: ……

Contact Person: ……

Tel: …… Fax: …… Mob: ……

Email ID: ……

Description	Unit Price In INR	Unit Price IN USD	Quantity	Total
LCD Projector - Make : Sanyo / Sharp (2000) Lumens	9000	180		
LCD Data Projector - Make : Sharp (3500 Lumens)	10300	200		
LCD Data Projector - Sanyo (4500 Ansi Lumens)	13200	250		
Short Throw Projectors 3000 Ansi Lumens	13200	250		
Plasma 42" with Stand	5400	102		
Laptop	2100	55		
Computer PIV2	2100	55		
Laser Printer - Without Cartridge	3500	67		
TFT Monitors 15" / 17" / 19"	1850	32		
VGA Splitter (Analog) Kramer	1650	30		
VGA Switcher - Kramer	4950	85		
CD or DVD Player	900	21		
Laser Pointer	600	17		
Slide Changer	1500	30		
VGA Cables of 15m & 20m	1650	33		
PA System for Announcement (2 speakers / Amp / Cables)	8250	160		
Cordless Hand Mike	1650	33		
Cordless Collar Mike	1650	33		
Sleek Mike	600	17		
Xerox Machine - Table Model	13500	255		
Tripod Screen 4ft x 6ft	1500	30		
Masking Screen 8ft x 6ft	4500	80		
			Total	
			Service Tax@12.36%	
			Grand Total	

Bank Transfer :

Bank name: ICICI Bank Limited

Beneficiary Name: I B K Media LLP

Account no: 002605008214

IFSC/NEFT/RTGS: ICIC0000026

MICR Code: 400229009

Bank address: Kailash Plaza, Ghatkopar east Mumbai -400077

Permanent Account Number (PAN): AADFI4646M

Beneficiary Address: 224, B Wing, 2 Floor, Pranik Chambers, Sakinaka, Mumbai 400072

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP

IBK Media LLP

224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072

Ph - +91-22-28574011 Fax - +91-22-28574012

Compressed Air	Section 3 FORM 13
Return by 5th September 2015	

Compressed Air

Stall No [ ]

Company Name: ……
Address: ……
City/ Postal Code: ……
Contact Person: ……
Tel: …… Fax: …… Mob: ……
Email ID: ……
……

Rate Per Connection	Required Flow Rate cfm or litres/ second	Required Pressure psi or Kg/cm2	No of connections Required	Total Amount
Rs. 22,000/- + 12.36% (For Domestic Clients) USD 400/- (For International Clients)				

Note : Rates mentioned above are on hire basis & applicable for all exhibition days.

Exhibition coordinator: ……

Company:……

Note: All rates mentioned are for exhibition period only. (Additional charge of 25% will be applicable if this form reaches us after 5th September 2015). Supply subject to availability. Payment should be made in favour of IBK Media LLP payable at Mumbai only.

Bank Transfer :
Bank name: ICICI Bank Limited
Beneficiary Name: I B K Media LLP
Account no: 002605008214
IFSC/NEFT/RTGS: ICIC0000026
MICR Code: 400229009
Bank address: Kailash Plaza, Ghatkopar east Mumbai -400077
Permanent Account Number (PAN): AADFI4646M
Beneficiary Address: 224, B Wing, 2 Floor, Pranik Chambers, Sakinaka, Mumbai 400072

Date..... Signature.....

Place..... Stamp.....

……

Please Complete and return the form to IBK Media LLP
IBK Media LLP
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
Ph - +91-22-28574011 Fax - +91-22-28574012

Branding at Exhibition Arena	Section 3 FORM 14
Return by 5th September 2015	

BRANDING OPPORTUNITY AT AUTOMATION AND ROBOTICS EXPO -2015 EXHIBITION ARENA

SR. NO.	DISPLAY SITES	PRICE In Rs. (For Domestic Client)	PRICE In USD (For International Client)	QTY	TOTAL
1	Pole Ad Boards/Pole Buntings on pathway/ Registration Area/Inside Hall/Near Cafeteria (Size 2'wd. X 5'Ht. Both Side)	10,000/- Per Unit	$ 300/- Per Unit		
2	Hordings on Pathway/ Parking Area/ Inside Hall				
	1) Size 10' X 10'	20,000/- Per Unit	$ 600/- Per Unit		
	2) Size 20' X 10'	35,000/- Per Unit	$ 750/- Per Unit		
	3) Size 30' X 10'	45,000/- Per Unit	$ 950/- Per Unit		
3	Overhead Bunting in the hall suspended from the sealing 5x3ft	15,000/- Per Unit	$ 450/- Per Unit		
4	Advertisement in Automation & Robotics Expo-2015 Website for 6 Month	25,000/- Per Unit	$ 700/- Per Unit		
5	Standee at the Exhibition Area	10,000/- Per Unit	$ 300/- Per Unit		
6	Floor Stickers with row indicators	10,000/- Per Sticker	$ 300/- Per Unit		
	Plus Service Tax- 12.36% (For Domestic Client)		NA		
	Grand Total				

Bank Transfer :
Bank name: ICICI Bank Limited
Beneficiary Name: I B K Media LLP
Account no: 002605008214
IFSC/NEFT/RTGS: ICIC0000026
MICR Code: 400229009
Bank address: Kailash Plaza, Ghatkopar east Mumbai -400077
Permanent Account Number (PAN): AADFI4646M
Beneficiary Address: 224, B Wing, 2 Floor, Pranik Chambers, Sakinaka, Mumbai 400072

Date..... Signature.....

Place..... Stamp.....

Please Complete and return the form to IBK Media LLP
IBK Media LLP
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
Ph - +91-22-28574011 Fax - +91-22-28574012

Branding at Exhibition Directory	Section 3 FORM 15
Return by 5th September 2015	

BRANDING OPPORTUNITY AT AUTOMATION AND ROBOTICS EXPO -2015 EXHIBITION DIRECTORY

	Media Kit (Advertisement Rates for Exhibitor Directory)			
Sr. No.	**Position**	**Price (in INR)**	**Price (in USD)**	**Size**
1	Back Cover	15000/-	425	6.5"x 9.5"
2	Inside Front Cover	12000/-	360	6.5"x 9.5"
3	Inside Back Cover	12000/-	360	6.5"x 9.5"
4	Full page	10000/-	280	6.5"x 9.5"
5	Half Page	5000/-	170	3.2" x 9.5"

Note-

1) Advertisement material Should be in .cdr/.tif /.eps file and high resolution in CD with printed colour copy of Advertisement as reference proof.

2) Please Send the Advertisement before 2 month of Exhibition date.

3) Keep Margin of 4mm in Advertisement file.

Circulation Among:

*Exhibitors of Automation & Robotics EXPO 2015

*Visitors of Automation & Robotics EXPO 2015

*Senior Government officials, Industry representatives

*Policy Makers, Industry association, Embassies etc.

Bank Transfer :

Bank name: ICICI Bank Limited
Beneficiary Name: I B K Media LLP
Account no: 002605008214
IFSC/NEFT/RTGS: ICIC0000026
MICR Code: 400229009
Bank address: Kailash Plaza, Ghatkopar east Mumbai -400077
Permanent Account Number (PAN): AADFI4646M
Beneficiary Address: 224, B Wing, 2 Floor, Pranik Chambers, Sakinaka, Mumbai 400072

Date..... Signature.....

Place..... Stamp.....

.....

Please Complete and return the form to IBK Media LLP

IBK Media LLP

224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072

Ph - +91-22-28574011 Fax - +91-22-28574012

EXHIBITOR REGISTRATION FORM

Organisation name:_____

Address:_____...

City: _____Pin Code:_____ State: ..... Country:.....

Phone no:..... Fax No:..... Website:.....

Name of Contact Person (For Exhibition Purpose):.....

Designation:.,..... Mobile No: ..... E-mail ID-.....

Company Product/ Service:.....

Looking For:..... Shell Scheme (Furnished):..... Bare Space:.....

Kindly Book – STALL NO: _____HALLNO:_____

A -

Scheme	Fees In INR (For Domestic Client)	Fees In USD (For International Client) Inclusive Service Tax	Area In Sq. mtr	AMOUNT
Shell Stand scheme (Furnished)	**: @Rs. 10,000/-per Sq.mtr.**	**:@USD 350 per Sq.mtr.**		
Bare space (min. area 15 sq mtr)	**: @Rs. 9,000/-per Sq.mtr.**	**:@USD 300 per Sq.mtr.**		
10% Extra for Special Stall Location				
	Service Tax 14.42% Extra (For Domestic Client Only)			
	Total A			

B - For Extra Requirements we have filled the required Form No (Forms are available in Exhibitor Manual)–

Form No 10 Extra Power Require_ _____KW **Rs. /USD**_____/-

Form No 13 Compressed Air Connection _____ **Rs. /USD** _____/-

Form No 11 Security Personal/Hostess/ Housekeeping_____ **Rs. /USD** _____/-

Form No 15 Furniture _____ **Rs. /USD** _____/-

Form No 6 Floor Carpet _____ Sq Mtr **Rs. /USD** _____/-

Total B_____/-

Total Payable Amount – Total A + Total B = Rs. / USD -_____/-

Mode of Payment - Demand Draft/Cheque Online Payment

Please find enclosed our Demand Draft / cheque payable at Mumbai of Rs..... towards participation fees, drawn on ..... in favor of "IBK Media LLP"

Online Payment Transfer Detail -

Bank name: ICICI Bank Limited
Beneficiary Name: I B K Media LLP
Account no: 002605008214
IFSC/NEFT/RTGS: ICIC0000026
MICR Code: 400229009
Bank address: Kailash Plaza, Ghatkopar east Mumbai -400077
Permanent Account Number (PAN): AADFI4646M
Beneficiary Address: 224, B Wing, 2 Floor, Pranik Chambers, Sakinaka, Mumbai 400072

Name of Fascia																					
(In Caps Letter)																					

Note -We have read the Rules & Regulations for participation as mentioned in Exhibitor Manual and agree to abide by them.

Name:.....

Designation:.....

Date:.....

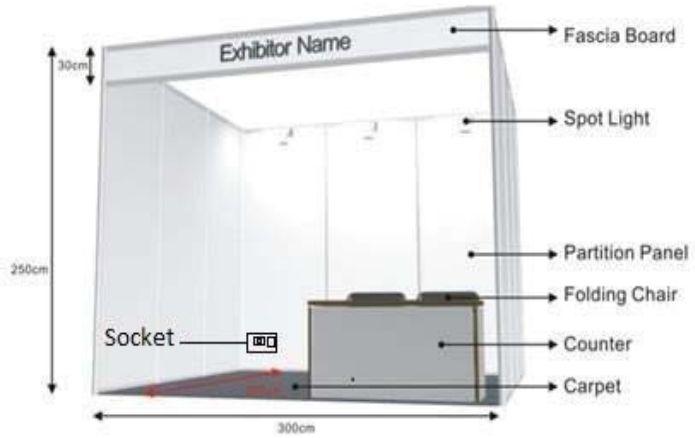
Your contact at IBK Media is .....

Authorised Signature & Company Stamp

Note- DD/Cheque should accompanied with Exhibitor registration form & other required forms from Exhibitor Manual

Exhibitors Entitlement

3M X 3M Standard Shell Scheme



SHELL STANDS WILL BE CARPETED AND THE FOLLOWING AREA-WISE ENTITLEMENT

Area Booked	Chairs	Tables	Spot Lights	Socket (5 amp)	Trash Bin
6-8	2	1	2	1	1
9-16	2	1	3	1	1
18-20	3	2	4	1	1
21-23	4	2	6	1	1
24-26	5	3	6	1	1
27-30	4	4	9	2	2
31-35	6	5	10	2	2
36-40	6	6	12	3	2
41-44	7	6	12	3	2
45-50	8	7	15	4	2

No rebate is available if any of the above provisions are not availed of. Bare space exhibitors will have to create their own stand fascia & also pay for all furniture & electrical items requisitioned. Bare space exhibitors will need to apply for electrical /power source at additional cost as required. No electrical / power source is provided unless requisitioned in advance.

ORDERING ADDITIONAL SERVICES: An Exhibitor Manual containing a full set of forms for ordering of additional services will be sent in due course. Kindly fill up the forms clearly & fax / courier the same to us before the specified dates. Your early action will help us to meet your requirement.

1. Organizers: **IBK Media LLP**
224, B wing, Pranik Chembers, Sakivihar Road, Sakinaka, Mumbai -400072
ph -022-28574011, Fax -022-28574012, support@automationexpo.net

2. Exhibition: **Automation & Robotics Expo -2015**

3. Exhibitor: Any employee. staff, agent or authorized personnel belonging to a company partnership firm or individual to whom space has been allotted for the purpose of exhibiting.

4. Venue : Auto cluster Exhibition center, Chinchwad, Pune, India

5. Exhibition Date & Timing: 6-8th October 2015, 10.00 AM to 6.00 PM

6. Stand: Exhibition space reserved for an exhibitor.

7. All applications for participation should be made on the space application form & submitted to the Organizers Submission of this form will confirm participation & acceptance of rules & regulations The organizers reserve the right to accept or refuse any application without assigning any reason.

8. Stands will be allotted on first-come first-served basis & will be made at the sole discretion of the Organizers. Stands allotted will be used by exhibitors solely for display of goods mentioned in their application form or by subsequent counter approval by the organizers. Allotment of stands is final only on receipt of 100% payment.

9. Subletting of a stand to a third party is strictly not permitted.

10. Application for space must be accompanied by 100% contribution towards Participation. The remaining should reach the organizers as per payment schedule given overleaf.

11. A security deposit equivalent to 10% of contribution should accompany the space reservation form. This deposit is refundable subject to deduction / adjustment of any dues or damages payable by the exhibitor.

12. All payments should be made by account payee crossed cheque or bank draft favoring "IBK Media LLP" payable at Mumbai.

13. Online payment can be also made based on following details.

Bank name: ICICI Bank Limited **MICR Code:** 400229009
Bank address: Kailash Plaza, Ghatkopar east Mumbai -400077
Permanent Account Number (PAN): AADFI4646M
Beneficiary Name: I B K Media LLP
Account no: 002605008214
Beneficiary Address: 224, B Wing, 2 Floor, Pranik Chambers, Sakinaka, Mumbai 400072
IFSC/NEFT/RTGS: ICIC0000026

13. No stand will be left unattended during the exhibition. Staff of exhibitors must be present atleast one hour before the visiting hours of the exhibition. No activity which in the opinion of the organizers amounts to nuisance or annoyance will be caused by the exhibitors. The organizers shall have the right to take remedial action in such cases.

14. No alteration to size or position of the stand is permitted without prior written approval of the organizers, who reserve the right to change the layout / stand number or gangways. The organizers also reserve the right to require exhibitors to make such alterations to their stands & setting of their exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation & to avoid Interference with the display of other exhibitors. Further, no banners, placards, etc. will be allowed on the premises or complex or on the roads in the vicinity. Such unauthorized display is liable to be removed by the organizers without notice at the cost of the exhibitor. Exhibits must not obstruct passages.

15. The exhibitor should not cause any damage to the site / building / stand. Any such damage will be made good at the expense of the exhibitor. The exhibitor will also indemnify the organizers against any claims resulting from mishaps due to faulty equipment / faulty handling of material or non-observance of legal or safety Requirements.

16. Arrangements will be made for providing round-the-clock security. However, the organizers are not responsible for any theft, pilferage, loss or damage of any material goods or properties belonging to individual exhibitors at any time before, during or after the exhibition for any reason or cause whatsoever.

17. Insurance of exhibits, against all risks prior to, during & after the exhibition Should be done by the exhibitors at their own cost. The organizers will in no way be responsible for any loss or damage.

18. Cancellation of participation or reduction in the space / stall booked by exhibitor will not be permitted and no refund will be paid to the exhibitor on this account.

19. Under the conditions of force majors which also includes strikes, lock-outs, closure, riot or in natural calamities, Act of God, the Organisers reserve the right to alter the opening dates & duration or even cancel the entire exhibition. In case of change in dates & duration of the exhibition, the rules & regulations & the agreement between the exhibitors and organisers will remain unaffected. In case of total cancellation of the exhibition, the payments made by the exhibitors will be refunded to the exhibitors after deducting the non-recoverable proportionate costs already incurred by the Organisers.

20. The organizers may alter or add new rules & regulations for the benefit of the Exhibition. Such rules will be given in writing and will be binding on all exhibitors.

21. In case of pavilion plot booking by association of trade body, only 50% of total pavilion area booked will be permitted for construction upto a height of 2.5 meters to avoid interference with the display of other exhibitors.

22. All drawings/designs showing stand construction have to be submitted in duplicate and approved by the organisers, who reserve the right to recommend changes / modification, in the interest of the overall presentation of the exhibition. Exhibitors have to ensure that the changes recommended are carried out.

23. In case of any dispute, Thane shall be the place of Jurisdiction.